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Chief, Supply Division, Office of  
Procurement and Supply  
Chief, Records Management & Distribution Branch

6 January 1953  
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The Establishment of Policy for Purchasing Letter and Legal-size  
Filing Cabinets.

REFERENCE: Meeting of 5 January 1953 to discuss the above subject and  
attended by the following:



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From a records management viewpoint, it would be highly  
desirable to consider the following in establishing standards  
for the procurement of legal and letter size filing cabinets:

1. Filing cabinets for use in secured areas approved  
by the Office of Inspection and Security.

a. The use of standard five-drawer filing cabinets  
instead of four-drawer cabinets will result in a  
20% savings in floor space and considerable economies  
in purchase costs; the standard cabinet will be  
equipped with guide rods and each drawer will provide  
24 inches of filing space. A further saving in space  
and equipment costs can be achieved through the pur-  
chase of letter-size cabinets instead of legal-size  
cabinets for the maintenance of records. In this  
connection, requisitions for legal-size cabinets  
should not be honored unless the requisition  
indicates that at least 20% of the record material  
to be filed is of legal size.

2. Filing cabinets for use in non-secured areas and for  
TS documents.

a. Purchases should be limited to a standard four-drawer,  
legal, or letter size, cabinet, depending upon the size  
of material to be filed. Again, requisitions for legal-  
size cabinets should be justified by accompanying  
certification. These cabinets will be of a standard and  
type to meet the security requirements of the Agency.

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3. Requisitions for filing cabinets that do not conform to the standards enumerated in (1) and (2) above should be coordinated with the Records Management and Distribution Branch of the Office of General Services.



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